

C-O-N-F-I-D-E-N-T-I-A-L

CODIB-D-111/1.9/11  
16 January 1967

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

USIB File and Program Catalog System

1. The attached USIB File and Program Catalog System Reporting Manual (CODIB-D-111/1.9/9) is forwarded for implementation pursuant to approval by the United States Intelligence Board on 30 September 1966.

2. Delays in publishing the reporting manual have necessitated a revision of the planned 1 February 1967 date for submission of the first file and program descriptions. Reports which reach Defense Intelligence Agency by the end of February 1967 will be included in the catalogs covering the period ending 1 February. All agencies are urged to submit their initial reports by this date. The next reporting dates will be 1 May and quarterly thereafter.

3. Pending the adoption of final system evaluation plans, each reporting agency is requested to maintain the following:

a. An account of the man-hours and average cost per man-hour of preparing the file and program descriptions.

b. A list of errors or deficiencies noted in the reporting instructions.

c. A list of instances in which the system catalogs are used to assist in the development of agency files or programs; show cost savings where applicable.

d. A list of instances in which special requests for service, not covered under the regularly published catalogs, are submitted to DIA; describe adequacy of responses to these requests.

4. Details concerning system evaluation will be issued as soon as a formal plan has been adopted.

  
Secretary

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Group 1  
Excluded from automatic  
downgrading and  
declassification.